



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administration Manager
Posting Number	PN# 107040
Department	Health & Human Services
Division	Environmental Health
Section	Bureau of Animal Regulation and Care (BARC)
Reporting Location	2700 Evella
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs substantially complex and varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

**CORE FUNCTIONS**

- Oversees the communications section, dispatch and field operations of all fleet and dissemination of animal control officers throughout the Bureau.
- Manages the day-to-day operations and activities, evaluates the statistical/technical utilizing this information. Data and type of priority calls. Familiar with a call system and monitoring the communication of service providers to customers.
- Develops and plans dissemination of officers throughout the city.
- Maintains surveys and updates analysis. Monitors and evaluates training activities, programs and techniques provided by the training coordinator.
- Oversees the maintenance of fleet operations and periodic tracking of vehicles. Oversees the on-call schedule and works with both internal and external customers to assure satisfaction and evaluation of services.

**WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of professional experience in personnel, administration, accounting or a closely related field are required. Directly related professional experience may be substituted for the educational requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Preference will be given to applicants with call system and monitoring customer interaction and response times.
- Evaluation of statistical data and relating data to designated activities and outcomes.
- Level of competency with computer programs to develop charts and graphs.
- Excellent oral and written communication skills.

**SELECTION/SKILLS TESTS REQUIRED**

A skills test will be required.

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**

**GENERAL FUNDED POSITIONS**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26  
\$1,587 - \$2,203 Biweekly \$41,262 - \$57,278 Annually

**OPENING DATE**

October 12, 2005

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

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